



ANNOUNCEMENT FOR MULTI-DEPARTMENTAL OPEN TESTING

Research Program Specialist I

Spot- Sacramento

Final Filing Date: **December 12, 2008**

Bulletin Release Date: November 14, 2008

LQ80 -5742

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California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

PARTICIPATING DEPARTMENTS: Department of Health Care Services
Department of Public Health
CalPERS
Employment Development Department
Department of Social Services

WHO SHOULD APPLY: Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination, which is competitive.

HOW TO APPLY: To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available at <http://www.spb.ca.gov/jobs/stateapp.htm>, and may be filed in person or by mail with:

In Person: DEPARTMENT OF HEALTH CARE SERVICES (916) 552-9711
Selection and Certification Section
1501 Capitol Avenue, Suite 1501
By Mail: MS 1300-1302
P.O. BOX 997411
Sacramento, CA 95899-7411

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

FINAL FILING DATE: Applications (Form STD. 678) must be submitted by **12/12/2008**, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the filing deadline will not be accepted.

SALARY RANGES: \$4833 - \$5874 per month.

POSITION DESCRIPTION: A Research Program Specialist I independently plans, organizes, and conducts complicated studies in a variety of areas, requiring a high degree of skill above the journey level, utilizing research methodology and techniques in areas where precedents are lacking or a sparse body of knowledge or experience in the area exists. This class requires an overall comprehension of advanced research methodology and statistical procedures, and the ability to synthesize complicated data from a variety of disciplines. Incumbents in this class provide expert consultative services on the feasibility, impact, or potential of a variety of state operations, projects, or proposals to interested parties. They advise management, departmental staff, Legislative bodies, governmental entities, commissions, and agencies on findings related to the assigned areas of research. Incumbents may direct a small staff on a periodic basis.

Positions exist with the Department of Health Care Services, Department of Public Health, CalPERS, Employment Development Department, and Department of Social Services in Sacramento.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by **12/12/2008**, the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **must** include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **must** include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable).

Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS: Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as either I, or II, or III, etc.

Either I

One year in the California state service performing research duties at a level of responsibility equivalent to that of a Research Analyst II.

Or II

Experience: Three years of progressively responsible technical research experience above the trainee level engaged in the collection, compilation, analysis, and interpretation of data. (A Doctoral Degree in Economics, Psychology, Sociology, or a research-oriented field may be substituted for two years of the required experience. A master's degree in one of the above fields may be substituted for one year of the required experience.) (Experience in the California state service applied toward this requirement must include one year of experience in a class at a level of responsibility equivalent to a Research Analyst II.) and

Education: Graduation from college with any major but with extensive course work in economics, psychology, sociology, or a related research-oriented field. This must include at least six semester hours in statistics.

GENERAL QUALIFICATIONS: In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

EXAMINATION INFORMATION: The examination will consist of a Supplemental Application weighted 100%. Candidates who meet the requirements for admittance to the examination (minimum qualifications) will be mailed a Supplemental Application designed to elicit specific information regarding each candidate's education and experience relevant to the testing criteria. Responses to the Supplemental Application will be competitively assessed based on pre-determined rating criteria.

The participating departments reserve the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

ELIGIBLE LIST INFORMATION: Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. A departmental open list will be established for use by the department(s) listed on this announcement. The list will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.

VETERANS PREFERENCE: Veterans preference credits will not be granted in this examination since it does not qualify as an entrance examination.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922

Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379